

1 MARCH 2000

Civil Engineer



**REAL PROPERTY FACILITY MANAGER
GUIDE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://afpubs.hq.af.mil>.

OPR: 22 CES/CEOFC (TSgt Stafford)
Supersedes MAFBR 87-2, 14 April 1994

Certified by: 22 CES/CE (Major Gary D. Chesley)
Pages: 10
Distribution: F

This instruction explains the Real Property Facility Manager's responsibilities and pertinent information regarding procedures and services required to ensure that they are met. The facility manager acts as "landlord" of Air Force real property and controls all keys thereto. The facility manager briefs occupants and users on the care, custody, and protection of the facility (including financial liability for loss or damage in excess of fair wear and tear). This instruction is applicable to all facility managers on McConnell AFB.

SUMMARY OF REVISIONS

This is the initial issuance of MAFBI 32-9002, replacing MAFBR 87-2. Changes referenced throughout this publication convert regulations to current instructions and update office symbols.

1. Introduction: This has been compiled to assist the facility manager in managing the Air Force facilities located on McConnell AFB. The facility manager is the key to effective management for repairs, use, care of facilities, and the energy management within the facility. The facility manager should call Civil Engineer (CE) Customer Service Unit for assistance.

2. Appointment: The Base Civil Engineer has established the requirement and defined the responsibilities of the facility manager, including instructions for their assignment and relief. The following information should assist you in the performance of your duties as facility manager.

2.1. Organization commanders are assigned required facilities upon approval of the Base Facilities Board. The commanders assume responsibility for the facilities used by their organization and the real property installed equipment therein. The facility manager, as the commander's representative, should have the authority and ability to perform the responsibilities.

2.2. The organization commander will designate a primary and alternate facility manager for each building assigned to that organization and advise the Base Civil Engineer (BCE), in writing, of the assignment. Provide names, organization, duty telephone numbers, and home phone numbers

(Attachment 3). Any changes in facility managers will be sent in writing to 22 CES/CEOFC, 10 days prior to the desired change date. Management support is required to keep facility manager changes to a minimum, since frequent changes adversely affect the level of support that can be provided to the facility.

2.3. If where there is more than one organization located in a facility, the major user will assign the primary and alternate facility manager. An assistant facility manager may be appointed in multi-purpose facilities for their respective areas if necessary. Assistant facility managers will report problems within their areas to the primary or alternate facility manager. Only the primary or the alternate should initiate or coordinate corrective action through BCE.

3. Duties and Procedures:

3.1. The facility manager, in cooperation with occupants and users of facilities, is responsible for the care, custody, and protection of the assigned real property facility. Every effort should be exercised to safeguard the property from damage or loss. The facility manager serves in an administrative and advisory capacity.

3.2. Real Property Facility Manager Log. Facility managers will establish and maintain a folder for each facility to aid in the duties and responsibilities assigned. The folder should include the following, with other information added as deemed necessary by the facility manager:

3.2.1. MAFBI 32-1031, Work Request/Work Order Processing.

3.2.2. MAFBI 32-9002, Real Property Facility Manager Guide.

3.2.3. MAFBI 32-2003, Fire Prevention and Protection.

3.2.4. AF Form 2432, Key Issue Log.

3.3. Key Control. Facility managers will ensure strict key control of their facility and establish procedures for turn-in of keys. A key control roster will be maintained and used as a tool in managing effective key control in facilities. Facility managers will repossess all keys from personnel going PCS and will hold for safe-keeping, all keys issued to personnel going on extended leave or on TDY for over 30 days. All requests for keys will be initiated by the facility manager and forwarded to BCE on an AF Form 332, Base Civil Engineer Work Request, and will include facility number, room number (if applicable), facility manager's duty phone, and complete justification. Replacement keys for other than normal wear and tear will be the monetary responsibility of the individual to whom the keys were issued. Additional keys will be provided by BCE if justification is sufficient and the request is approved. All requests for master keys require the organization commander's signature.

3.4. Facility Security. The facility manager will establish a standard procedure for assuring their facility is secure from illegal entry. Rules for the opening and closing of facilities during normal duty hours, for after hours admittance, and security measures to be observed should be posted by the facility manager. Facility manager is responsible for all breaches in building security and must take corrective action.

3.5. Emergency Conditions. When emergencies occur, notify CE Customer Service Unit immediately describing the problem and what interim action is being taken or is required to minimize damage or loss to real property. After duty hours, phones will be forwarded to the alarm room at the Fire Department. Facility managers should be familiar with the location and operation of utility controls so they may be shut off in emergencies. The facility manager should maintain a log with the work order num-

ber provided by the facility maintenance controller. Date and time of completion should also be annotated.

3.6. Maintenance and Repair. Maintenance and repair requirements will be readily identified by conducting monthly inspections of the assigned facility and its real property installed equipment, with particular attention to doors, windows, glass, lights, plumbing, heating, and ventilation air conditioning equipment, to determine the condition of the property. Needed maintenance and repair will be annotated on AF Form 1219, BCE Multi-Craft Job Order. Facility Maintenance personnel will conduct an inspection every 60 days on high use facilities and semi-annually on low use facilities to identify minor maintenance and repair. The facility manager is highly encouraged to accompany the Facility Maintenance supervisor on these inspections.

3.7. New Construction and Self-Help. When new construction or self-help is requested, AF Form 332 should be prepared by occupants and/or users of the building and forwarded to the facility manager for review. After reviewing the request, the facility manager should date and initial in one of the coordination blocks on the AF Form 332. The facility manager should then obtain the signature of the organization commander or their designated representative. Assist and participate in periodic surveys of the assigned facility and furnish justification to support alteration and modification projects resulting from changes in the mission.

3.8. Custodial Services. Timely and effective custodial services inspections by the facility manager are imperative to ensure that all custodial services performed for the organization are accomplished in accordance with custodial services contract. Each facility manager must be familiar with the terms of the contract, areas to be serviced and frequencies of service. It is the duty of the facility manager to ensure that all unsatisfactory or incomplete work is documented and reported to 22 CES/CEOE, at extensions 3932 or 4458.

3.9. Dumpster Refuse Collection. Each facility manager must familiarize themselves with the terms of the contract and frequency schedule. If discrepancies or problems exist, contact 22 CES/CEOE at extensions 3932 or 4458 with the dumpster number, facility number, and nature of problem. Some general guidelines to follow are:

3.9.1. Recyclable items will not be discarded in the dumpsters. Refer to [Attachment 2](#) for McConnell AFB Recycling Plan.

3.9.2. Items should not extend out of the dumpster.

3.9.3. The contractor will not pick up items not in the dumpster.

3.9.4. Hazardous items will not be placed in the dumpster and should be turned into the your satellite accumulation point.

3.9.5. Building material that cannot be recycled should be taken to the precrusher located by Facility 684.

3.10. Fire Prevention. The facility managers/supervisors should ensure that fire prevention orientation and training of assigned personnel is conducted. Supervisors at all levels are accountable for the enforcement of sound fire prevention practices in their work areas. Inform the Fire Protection Flight, Technical Services section at extension 3904 if any fire extinguishers are discharged or damaged and to report any damage to installed fire protection systems. The facility manager or a designated representative will accompany the fire inspector during the annual fire inspection conducted. AF Form 218, Facility Fire Prevention/Protection Record, will be used as a checklist during the inspection. Unit

commanders, supervisors, and facility managers must take immediate action to correct fire hazards noted during fire prevention inspections, and return AF Form 1487, Fire Prevention Visit Report, with corrective action taken to the Technical Services section within the time limit established by the Fire Department. Specific guidelines and procedures IAW MAFBI 32-2003.

3.11. Lost or Damaged Property as a Result of Negligence.

3.11.1. If the individual(s) admits liability, a statement of acceptance will be typed in block 27 of the AF Form 332 and signed by the responsible individual(s). The AF Form 332 will be immediately forwarded to BCE. CE Customer Service will forward a copy of AF Form 332, cost estimate, and a letter requesting assistance, to the unit commander of the individual responsible for loss, damage or destruction.

3.11.2. Unit commanders will ensure that a DD Form 1131, Cash Collection Voucher, is prepared and payment is effected or a DD Form 200, Report of Survey, is initiated prior to the discharge, TDY, or PCS of the responsible individual. BCE will, upon completion of repair or replacement, notify the unit commander in writing of the actual costs so reimbursement can be effected in that amount. In the event responsible individual(s) are scheduled for discharge, PCS, or TDY, damages will be collected on estimates provided by CE Customer Service Unit. The unit commander will send a copy of the document showing evidence of reimbursement to CE Customer Service Unit or Financial Management. CE Customer Service Unit will make follow-ups to insure that losses due to damage or destruction of real property are fully and completely accounted for either through payment by those responsible or by relief through report of survey action.

3.11.3. Brief all facility occupants on their responsibility for the care, custody, and protection of the property including pecuniary liability for loss and damage in excess of fair wear and tear. Encourage good housekeeping practices including conservation of utilities and establish procedures to ensure interior and exterior lights are extinguished and the facility is secured when it is unoccupied.

3.12. Energy Conservation. The facility managers are the key to an effective energy conservation program. A primary function of the facility manager is energy conservation. With the support of unit commanders, they can ensure that the personnel using their facilities do not waste utilities or energy. The responsibilities of the facility manager for the conservation of utilities are defined in [Attachment 1](#).

3.13. Inform occupants that they are not to tamper with, replace, repair, or adjust electric equipment, including fuses and thermostats, heating and ventilation equipment such as radiators, registers, vents, and blowers.

3.14. The facility manager should ensure that occupants do not alter the arrangements of, move or remove permanent water, lights, heat, ventilation, air conditioning, plumbing, and related fixtures or other real property installed equipment.

3.15. When vacating a facility for disposal or other reasons, ensure that the facility is left in a clean and orderly condition. The facility manager duties are formally terminated when the property is completely vacated by the using organization, accepted by the Real Estate officer as vacant, and all keys turned in.

3.16. Prior to ordering any new equipment, coordinate AF Form 601, Equipment Action Request, or AF Form 2005, Issue/Turn-in Request, through BCE. This must be done far enough

in advance to allow the technicians opportunity to check the availability of and schedule utility connections/disconnections. Too often equipment on order for several months is not brought to their attention until arrival and requires immediate installation. Without adequate notification, the material required to make utility connections will not be available and the occupants will be deprived of the equipment until the material is bought and work scheduled.

NANCY L. SPEAKE, Lt Col, USAF
Commander, 22d Civil Engineer

Attachment 1

ENERGY CONSERVATION

A1.1. ENERGY CONSERVATION: The Real Property Facility Managers are the key to an effective energy conservation program. A primary function of the facility manager is to ensure personnel using their facilities do not waste utilities or energy.

A1.2. The responsibilities of the facility manager for the conservation of utilities are as follows:

A1.2.1. Heating:

A1.2.1.1. Facility temperature levels will not exceed the current standard for heating (maximum 72 degrees Fahrenheit).

A1.2.1.2. Unoccupied areas/facilities will be closed off and the temperature reduced to 60 degrees Fahrenheit minimum at night and on weekends where possible.

A1.2.1.3. Storm windows and doors will remain in place.

A1.2.1.4. Windows and doors will remain closed.

A1.2.1.5. Hot water will be set at 105 degrees Fahrenheit maximum, except for health requirements such as in dining facilities, etc.

A1.2.2. Lighting/electricity:

A1.2.2.1. Unoccupied rooms will have the lights turned off.

A1.2.2.2. Use large electrical equipment before 1100 and after 1700, Monday through Friday, to restrict the base peak electric demand.

A1.2.2.3. Exterior lights will not be operated during daylight hours and will only be on if required at night.

A1.2.2.4. Incandescent bulbs will be replaced with ones of smaller wattage to provide minimum lighting consistent with safety and security. In high use areas replace incandescent bulbs with compact fluorescent lights (not closets).

A1.2.3. Air conditioning:

A1.2.3.1. Air conditioning levels will not be lower than the current standard except for special areas such as computer centers and hospitals (minimum 75 degrees Fahrenheit).

A1.2.3.2. Thermostats will be set to 85 degrees Fahrenheit or turned off at night and on weekends where possible.

A1.2.3.3. Doors and windows will remained closed.

A1.2.4. Water:

A1.2.4.1. Running or leaking restroom fixtures will be reported to CE Customer Service Unit immediately.

A1.2.4.2. Drinking fountains will not be jammed open for continuous flow.

A1.2.4.3. Manual lawn irrigation will be applied between 0600 and 1200 only and limited to 30 minutes for any one area.

NOTE: Deviations to this shall comply with city water restriction policies for the base. Automatic sprinkler systems shall be set for the appropriate day and time.

A1.2.5. Other:

A1.2.5.1. Employees will be encouraged to wear clothing consistent with the season.

A1.2.5.2. Requests for approval of all portable electric heaters and coffee pots will be submitted to the unit commander and supervisor by the respective facility manager.

A1.2.5.3. The facility manager should request assistance on the following items from their Facility Maintenance Foreman:

Change in thermostat settings.

Reduction in lighting levels (if disconnection is required).

Water, steam, and natural gas leaks.

Broken windows and doors.

Facility winterization (if the facility is vacant).

A1.2.5.4. The facility manager will centralize and minimize the use of coffee pots within his/her building, and reduce electric loads by disconnecting coffee pots when not in use. The facility manager will be contacted when any utility abuse is observed. Therefore, the facility manager should have a dynamic conservation program which reaches every occupant of his/her facility. Energy conservation saves money, pollution, and the future!

Attachment 2

MAFB RECYCLING PLAN

A2.1. MCCONNELL AFB RECYCLING PLAN: In order to improve the base participation in recycling and to help reach the Air Force goal of 50 percent solid waste reduction, it is proposed that a team of personnel be established to collect recyclable items. A designated day and time frame shall be identified for each facility. On that day, recyclables will be picked up at each facility along the route and taken to a collection site for weekly pickup by a base-selected contractor. As part of this program, a centralized collection site for each facility shall be established and each facility will have an appointed facility manager to ensure that recycling collection bags are taken to the central location for that facility for collection prior to the scheduled pickup time. The recycling team will replace bags for the offices on an exchange basis and take the filled bags to a base holding area. Three recycling routes have been identified for the base.

A2.2. Recyclables to be collected: The recyclables to be included initially in the pickup routes are aluminum cans and office paper. Both of these are currently being collected in bags that would make them easy to transfer during pickups and keep windblown debris to a minimum. Additional recyclables will be added later to the pickup routes. Cardboard, pallets, and plastic are also being recycled, however these must be taken to the area recycling trailers by the facility manager. In addition, brown glass and aluminum cans are also being collected at the ball fields and outdoor pavilions. Other recyclables being collected in offices and shops include batteries, compact disks, tin cans, and empty aerosol cans.

A2.3. Facility organization: Each facility manger is responsible for managing the recycling program at their facility and should work closely with the Civil Engineer Environmental (CEV) office. The facility manager is assigned the duty of ensuring that each office within the facility contributes to the base recycling program, and that their recycling bags are taken to the centralized pickup collection site. Also, this individual shall ensure that daily inspections of the dumpsters for his/her facility are performed. The CEV office will provide educational guidance and equipment support for each facility to maximize recycling efforts.

A2.4. Recyclable collection routes

A2.4.1. The following schedule is presented to provide an approximate timetable so that the facility manager overseeing recycling operations will be able to deliver their recyclables to their designated central location.

A2.4.1.1. Route #1 (Flightline and Aircraft Maintenance Areas)- Tuesday Mornings

Pickup Time 0800-1230

Facility Numbers 980, 990, 1127, 1106, 1107, 1171, 1170, 1169, 1180, 1182, 1115, 1120, 1110, 1112, 1201, 1218, 1220, 424, 415, 852, 1090

A2.4.1.2. Route #2 (Base Office Buildings, DRMO, Dormitories and MFH Office)- Wednesday Mornings

Pickup Time 0800-1230

Facility Numbers 938, 948, 699, 691, 695, 696, 710, 714, 732, 750, 795, 810, 804, 807, 522, 338, 352, 408, 327, 408, 327, 1349, 312, 250, 384, 196, 2086

A2.4.1.3. Route #3 (KSANG Area Collection Sites)- Thursday Mornings

Pickup Time 0800-1000

Facility Numbers 65, 48, 41, 42, 15

Attachment 3**REAL PROPERTY FACILITY MANAGER APPOINTMENT LETTER****MEMORANDUM FOR 22 CES/CEOFC**

Date: _____

FROM: _____

SUBJECT: Real Property Facility Manager Update

1. The following personnel are relieved as Real Property Facility Manager(s):

Primary

Name and grade: _____

Facility number(s): _____

Alternate

Name and grade: _____

Facility number(s): _____

2. The following personnel are assigned as Real Property Facility Managers effective: _____.

Primary

Name, grade, and office symbol: _____

Facility number(s): _____

Duty phone: _____

Home phone: _____

Alternate

Name, grade, and office symbol: _____

Facility number(s): _____

Duty phone: _____

Home phone: _____

3. Principle purpose of data collection is to positively identify managers responsible for tangible assets of the service and provide current locator medium for off-duty contact. Data is routinely used by record systems managers in the performance of a normal/emergency task of managing AF assets. Disclosure is mandatory. Failure to provide information could result in improper management of AF assets and disciplinary action against the individual.

(Squadron Commander)